

# INFORMATION BULLETIN

## JOB TRAINING PARTNERSHIP ACT

Number: B99-48

Date: December 2, 1999  
Expiration Date: 6/30/00  
69:56:jp:3387

TO: SERVICE DELIVERY AREA ADMINISTRATORS  
PRIVATE INDUSTRY COUNCIL CHAIRPERSONS  
JTPD PROGRAM OPERATORS  
EDD JOB SERVICE OFFICE MANAGERS  
JTPD STAFF

SUBJECT: FINAL WORKSHOP—PREPARING FOR JTPA CLOSEOUT TRAINING

This is to announce the Capacity Building Unit (CBU) of the Job Training Partnership Division (JTPD) will provide one **final** training workshop on “Preparing for the Job Training Partnership Act (JTPA) Closeout.” This one-day session is designed for Service Delivery Area (SDA) and County Administrator’s management staff who have not attended one of the past seven workshops. The workshops are designed to help the SDA start planning for the eminent closeout of JTPA.

The one-day workshop will address the following issues: timelines, funding, financial, participant, property, records, and unresolved issues. It should be noted that this is not a “**how to do**” workshop but rather a “**how to plan for**” the eventual closeout process of JTPA.

This workshop is scheduled for **January 12, 2000 in Sacramento**. The session will be held from **8:30 a.m. to 4:15 p.m.**

The Department of Labor’s Employment and Training Administration will be offering training to State staff on the Workforce Investment Act Fiscal/JTPA Closeout Requirements in late January. Depending on the content of this training, which may incorporate a new Technical Assistance Guide, CBU will probably provide similar training for the SDAs in February. However, only those who have attended a “Planning for JTPA Closeout” workshop will be able to attend the new workshops. These workshops will not be covering the basic JTPA Closeout information.

The January 12 workshop will be filled on a first-come, first-served basis. Please complete the Sacramento Enrollment Form (<http://www.edd.ca.gov/jtpaenrl.pdf>) to reserve space for the training. **Only faxed registrations will be enrolled.** The workshop will hold a maximum of 40 persons, with a limit of four persons per each SDA. The first 40 persons registered for the workshop will receive a confirmation letter detailing the specific location of the training site. In accordance with JTPA Directive D99.5, travel costs will not be reimbursed by JTPD.

If you have any questions, please contact Don MacMillan at (916) 654-8308 or e-mail [dmacmill@edd.ca.gov](mailto:dmacmill@edd.ca.gov).

/S/ BILL BURKE  
Assistant Deputy Director